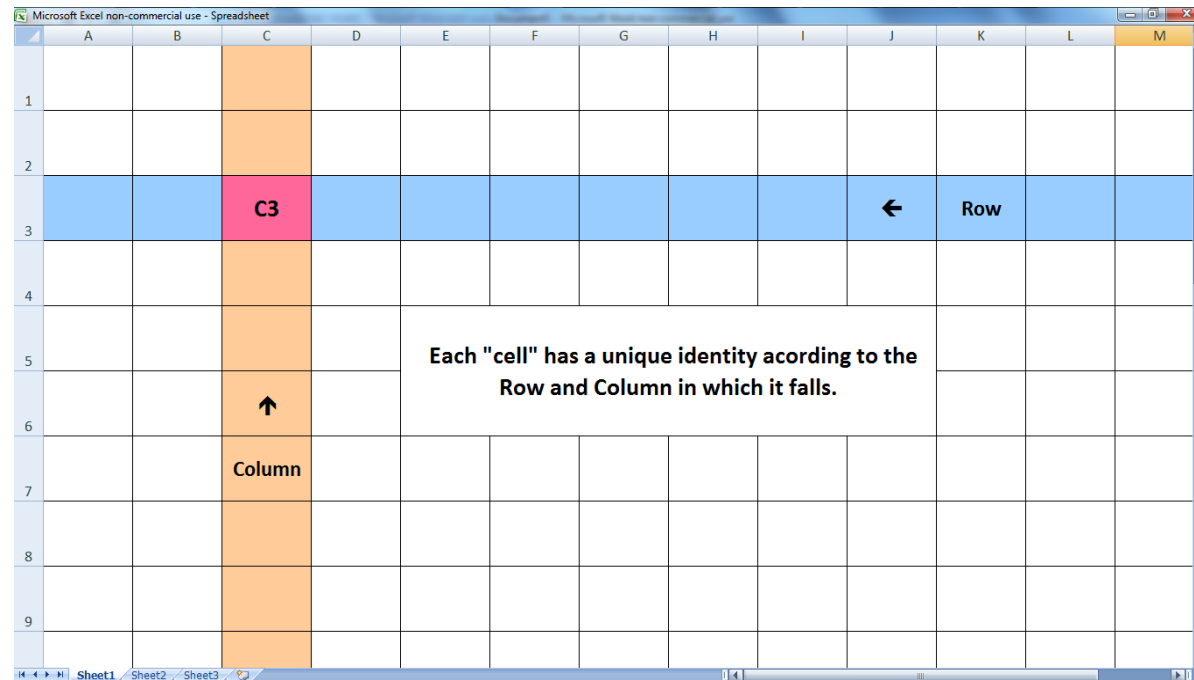


# Spreadsheets



Spreadsheets are the same as “tables”, “tabulations” and “schedules”. They are arrangements in rows and columns. This way of arranging data (on paper) has been used for hundreds of years.

In a computer spreadsheet, such as Excel, each “cell” has a unique identity given by the row and column in which it falls. Rows are numbered, and columns have letters. Please see the illustration above, taken from Excel.

At the bottom of each sheet there are tabs. Excel files, called “Workbooks”, can have many sheets in them, accessed by the tabs at the bottom.

In the following pages there are examples of different uses of spreadsheets.

### Analysis

Date	Item	Total	Apples	Oranges	Pears	Cabbages	Odd
1	Oranges	300		300			
2	Mixed	400	200	100	100		
3	Apples	200	200				
4	Pineapples	150					150
5	Pears	500			500		
6	Cabbages	150				150	
7	Mixed	200		100		100	
8	Avocados	75					75
9	Cabbages	100				100	
10	Apples	200	200				
11	Mixed	450		150	150		150
12	Avocados	150					150
13	Pears	200			200		
14	Apples	300	300				
15	Oranges	125		125			
16	Mixed	400		200	200		
	<b>Totals</b>	3900	900	975	1150	350	525

Computer spreadsheet cells can be set to add up figures above or sideways. Many different operations can be programmed into the cells. Cells can also pull data from other cells and from other sheets.

Spreadsheets can in this way become self-adjusting, such that when data is changed in one place, all other related cells will recalculate automatically.

## Cash Book

Date	Item	Voucher	Debit	Credit
Jan 1	Opening Balance		365.00	
2	Donation	R001	100.00	
10	Photocopying	CS001		75.00
12	Donation	R002	1200.00	
15	Jetline			500.00
16	Books (Cash Sale)	R003	200.00	
18	Donation	R004	350.00	
18	Transport			400.00
22	Books (Cash Sale)	R005	2400.00	
25	Telkom			1000.00
26				800.00
			4615.00	2775.00
31	Balance, c/f			1840.00
			4615.00	4615.00
	Balance		1840.00	

This is the Cash book from our first item in this part. It is also set up on rows and columns.

## CU “Induction” Course, Work in progress

Posting	Main	02	03	04	Meeting
<b>4 Apr 2013</b>	Definition and Rules of the SACP	Structure of the SACP	History of the SACP	Recruitment and SACP Membership Records	<b>17 Apr 2013</b>
<b>11 Apr 2013</b>	Tyranny of Structurelessness	Purpose of Political Education	Organisation, including Trade Unionism	Mass and Vanguard	<b>24 Apr 2013</b>
<b>25 Apr 2013</b>	Rules of Debate	Secretary, Chairperson and Treasurer	Minute-taking	Sub-Committees and Task Teams	<b>08 May 2013</b>
<b>02 May 2013</b>	Negotiation	Contract and Law; Tendering; Juristic Persons	Entrepreneurship, Trading, Markup, Cash Flow	Co-operatives and Joint-stock companies	<b>15 May 2013</b>
<b>09 May 2013</b>	Book-keeping	Note-taking	Report writing, correspondence and filing	Spreadsheets	<b>22 May 2013</b>
<b>16 May 2013</b>	The Party is not an NGO: Managing Without	Fundraising; Literature	Cash-or-kind; Local Class Alliance Support	Revolutionary Events	<b>29 May 2013</b>
<b>23 May 2013</b>	Mass organisations	ANC, Leagues, SANCO; Women	COSATU Affiliates and other unions	YCL	<b>05 Jun 2013</b>
<b>06 Jun 2013</b>	The Local State	Voting Districts and Wards	Elections: Provincial and National	Elections: Municipality	<b>19 Jun 2013</b>
<b>13 Jun 2013</b>	SACP Voting District Branches as Keystones	ANC Branches, Zones and Regions	Ward Committees, CPFs, SGBs, IDPs, LED	COSATU Locals, Socialist Forums, Area Committees	<b>26 Jun 2013</b>
<b>20 Jun 2013</b>	Year of the District	Decade of the Cadre	Revival of Trade Unionism	Womens’ Organisation: The Fifth Alliance Partner	<b>03 Jul 2013</b>

This is our course programme as planned. In a computer spreadsheet, information can be easily changed.

### Course: Induction

### 24054, Spreadsheets

302 words